



**City of Twin Falls
Building Department**

324 Hansen Street East
P.O. Box 1907
Twin Falls, ID 83303-1907

Phone: 208-735-7238
Fax: 208-736-2256
www.tfid.org

Residential Addition (not-enclosed)

All information to be filled out in its entirety or application will not be taken in

PROJECT INFORMATION	
Project Address: _____	LAND USE ZONE: _____
Subdivision _____	Lot: _____ Block: _____
PROPERTY OWNER INFORMATION	CONTRACTOR INFORMATION
Name: _____	Business Name: _____
Business Name: _____	Address: _____
Address: _____	City, State, Zip: _____
City, State, Zip: _____	Phone: _____
Phone: _____	Email: _____
Email: _____	State Registration # & Expiration Date: _____
PLAN DESIGNER	ADDITIONAL CONTACTS:
Business Name: _____	Business Name: _____
Contact Name: _____	Contact Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Type of Permit Requested (This area to be completed by Designer) (Submit corresponding checklist)

- | | | |
|---|----------------------|---------------|
| <input type="checkbox"/> Covered patio (not enclosed) | Covered Porch/ Patio | _____ Sq. Ft. |
| <input type="checkbox"/> Carport | Carport | _____ Sq. Ft. |
| <input type="checkbox"/> Deck | Deck | _____ Sq. Ft. |

Additional description: _____

Project Value: \$ _____

- A. Project Value is used to calculate fees for the building permit. Project Value is the total value of the construction work for which the permit is issued, **including overhead and profit** as well as finish work, painting, roofing, electrical, plumbing, heating/air conditioning, elevators, fire extinguishing systems, other permanent equipment, and owner supplied items. Project value excludes the value of the land.
- B. **I certify that the value & scope of work provided above are the most accurate available at this time:**

Print Name

Signature

Date

Plan Submittal Requirements

Single Family Dwellings, Duplexes, Zero lot line, & Townhouses

- **Digital submittals:** A PDF is required (Min. 18" x 24", Max 24" x 36"). Save the PDF directly from the CAD file instead of a scan if possible so that plans are "intelligent" & file size is smaller. Min 1/4" Scale on floor plans, 3/16" =1' or 1"=5' scale for site plans to allow for us to add notes to plans. 1/8" scale only allowed when large lot won't fit on page.
- **Submit electronic plans and application to:** buildingfax@tfid.org
- **If submitting paper plans: 1 set of plans (Min. 11" x 17", Max 24" x 36")** Min 1/4" Scale on floor plans, 3/16" =1' or 1"=5' scale for site plans to allow for us to add notes to plans. 1/8" scale only allowed when large lot won't fit on page.
- Additional permits **are required** for electrical, plumbing and mechanical installations.
- Permit applications are reviewed in the order in which they are received, so in order to avoid any delays, make sure that all of the required information is provided.
- When the structure is more than two stories in height, 10' single story, or exceeds prescriptive code requirements, plans are required to be engineered (& stamped) for tall walls and sheer by an Idaho licensed engineer or architect. Calculations are also required.
- Plans to be designed to the **2012 IRC Code & 2012 IECC. (with Idaho amendments)**

1. Required items for plan submittals (to be completed and submitted with application): (see *designer's checklists* for all others):

- Permit application (all fields) filled out & signed.
- Designer checklist filled out & signed.
- Construction plans designed as per **designer's checklist & completed checklist filled out by designer.**
- If needed:
 - Engineering & Calc's for walls over 10', non-prescriptive wall bracing, or non-prescriptive type construction.
 - Flood plain application/ No-rise certificate from Engineer.
 - Total building cubic footage for Fire Department (if not in a subdivision or close to a hydrant).

2. Planning and Zoning Information

- a. Verified compliance with all setbacks and easements: yes or no Flood plain? yes or no

3. Curb, Gutter, & Sidewalk

1. When over a 25% increase to total square footage, curb, gutter, and sidewalk are required. If your property does not currently have curb, gutter or sidewalk and there is none adjacent to your property, you may be able to defer construction of these items if you are in an area where these are non-existent. You will need to bring in a Warranty Deed showing proof of ownership, then we will provide you the form and notarize the deferral here at the Building Safety Department. Contact City Engineer for deferral approval.
2. Verify all existing curb cuts in new subdivisions so that garage aligns with existing curb cut.

4. Fire Department Access & Fire Protection Plan

Show the location of the 20-foot fire department access road to within 150 feet to all exterior walls of the building. Show fire department turn-a-round when the access road is longer than 150 feet. When there isn't a fire hydrant within 150' of residence, Residential buildings exceeding 56,000 total cubic feet within the fire district will need to be: 1) divide the building with an approved fire wall, 2) install water storage for fire protection (NFPA1142), 3) install an automatic fire sprinkler system, 4) install a fire/ smoke monitoring system.

*****NOTICE*****

All applications expire **180 days** from the date they are received. All permits expire **180 days** from the date of issuance or **180 days** from the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees may be required. Please contact the Building Official with any requests for reactivation or extensions.

USE AND OCCUPANCY OF BUILDING

A Certificate of Occupancy will be issued upon completion of the project and after approval of final inspection.

No occupancy is allowed until issuance of the Certificate of Occupancy. A temporary C of O can be issued for certain incomplete work under extenuating circumstances (such as frozen ground) with a **\$1000 refundable fee**.

Residential Addition (Not-enclosed) Checklist

(Carport, Deck, Covered Patio/ Porch)

*****Designer: Please fill out and submit with application*****

1 copy of paper plans OR digital PDF (Min. 11" x 17", Max 24" x 36") Min 1/4" Scale on floor plans, 3/16" or 1"=5' for site plans (smaller paper may be allowed on small jobs). **For digital plan review, please save the PDF directly from the CAD file, instead of a scan if possible. Digital plans to be submitted to buildingfax@tfid.org**

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the various agencies within the city to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive. Check each item below as you complete it or mark N/A if not applicable.

Site Plan (provide on a separate page)

- Site plan typical scale 1:5 or 3/16". Can be drawn 1:10 or 1/8" when house or lot is very large.
- Show orientation with north arrow.
- Show setbacks from structures to the property lines, lot dimensions and lot square footage.
- Show location of all existing and new structures (dimensions of and between structures) on the site if applicable.
- Indicate all easements for water, sewer line, utilities, access, etc.
- Show all zoning setbacks (indicate location and dimensions).
- Show all streets that border lot on site plan (ie. Corner lots or lots with street in front and back)
- Show and dimension all existing and proposed concrete work (patios, AC pads, sidewalks, driveways, curb & gutter, etc.) **Note: Driveway's to be hard surfaced for parking and maneuvering.**
- Twin Falls Highway District approach permit (if being on Hwy Dist. roadway)

Foundation/Floor Framing Plan

- Verify that window wells are not covered up by deck.
- Show pier footing sizes & depth. (24" min. below grade for frost protection)
- All floor joists are noted & with dimensions. Verify that joists are not over spanned.
- Show pressure treated ledger size, and any supporting structure below deck.
- Fasteners that penetrate conc. or P.T. lumber to be hot dipped galvanized or equal.
- Show deck connection to house. (ie., PT ledger, lag screws, hangers, etc.) See IRC section R507. *****Provide details and tables from code on plans.**

Floor Plan/Roof Framing Plan

- Show a top down view of shape of deck, carport, or covered patio. Include dimensions.
- Show & label the rooms in the house that are adjacent to the addition.
- Provide square footage summary of addition.
- Roof framing plan. Showing rafter (sizes & spans), or truss layout.
- Size and location of attic access to any attic space >30" tall.
- Show how roof will be attached to the house. (Eave attachment not allowed without engineering).
- Construction details on all steps, stairs and landings. Provide cross section showing rise & run, framing, handrails, and head clearance.
- Size, type and location of all bearing beams and/or headers.
- A minimum of one fully dimensioned building cross-sections from foundation to roof with all materials specified. Include insulation baffles, roof framing, roof sheathing, roof covering, roof pitch, etc.
- Exterior elevations (2 sides minimum) to be included with cross sections. (Include height from grade to top of structure)
- Provide Engineering for any steel posts or beams or non-prescriptive type structures. (ie., metal carports).**

Designer to sign application that they completed check off list: _____

Designer Signature

Note: A Certificate of Completion will be given after completion of all inspections.